Business/Non-Instructional Operations

Transportation

Routes, Stops, and Services

The Board of Education is legally responsible for providing transportation accommodations to resident children. Transportation shall be furnished without charge in accordance with state laws.

Students shall be provided with safe transportation to and from their assigned pick-up/drop-off points and their schools.

The Superintendent or his/her designee is responsible for planning and approving bus routes, bus stops, and schedules, including all changes throughout the year, and for arranging special education transportation for students as required.

Bus routes shall be published annually a minimum of two weeks prior to the first day of school. Parents/guardians shall be notified in writing at least one week in advance of changes to their bus route that may occur throughout the school year, except in cases of emergencies involving student safety.

School bus rated seating capacity shall not be exceeded.

Buses shall stop only at stops designated within the published bus route or as changes by the Superintendent or his/her designee.

Bus drivers shall refuse transportation to any student that is not assigned to his/her bus as a regular passenger unless presented with a bus pass from the school office.

Transportation will not be provided to out-of-town schools except as required by statutes.

Students in Kindergarten through second grade must have a parent or other responsible adult present at the bus stop in order for the child(ren) to be left off the bus. If there is no adult present the student will be brought back to school for pick up.

Definitions

1. "Bus stop" means a geographical location designated by the School Administration where pupils can safely wait for purposes of boarding or disembarking a school bus.

2. "Grade K" means kindergarten, or a school program appropriate to a beginning student.

3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.

4. "Student" means any individual of school age enrolled in a public or nonprofit private school located within the Colchester School District.

Business/Non-Instructional Operations

Transportation

Definitions - continued

5. "Raised walk area or sidewalk" means a portion of the landscaped right of way at least three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

6. "School transportation" means the procedure, program, or fully effective and implemented plan by which a student is conveyed to or from school from home or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the applicable municipality or private roads approved pursuant to Section 10-220c of the Connecticut General Statutes.

7. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus embarkation point established by the Board of Education.

8. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of students walking to and from school or the bus stop.

Maximum Walking Distances

1. The maximum walking distance from home or daycare to a prescribed bus stop/point of embarkation is as follows:
   a. For all students enrolled in K-5, driveway to driveway.
   b. For all students enrolled in Grades 6-8, three tenths of a mile.
   c. For all students enrolled in Grades 9-12, three tenths of a mile.
2. The maximum walking distance from home or daycare to the nearest allowable school entrance is as follows:
   a. For all students enrolled in K-5, one tenth of a mile.
   b. For all students enrolled in grades 6-8, three tenths of a mile.
   c. Students enrolled in grades 9-12, three tenths of a mile.

Hazardous Conditions

1. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exists:
   a. For students under age ten, or enrolled in grades K through 5, absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that students are walking to or from school exceeds sixty vehicles per hour at the intersection;
   b. For students over age ten, or enrolled in grades 6 through 12, the absence of a traffic light or stop signs or crossing guard where three or more streets intersect or has a traffic count which exceeds ninety vehicles per hour during the time that students are walking to or from school;

Business/Non-Instructional Operations

Transportation

Hazardous Conditions - continued

c. For all students, any street, road or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop;
d. For all students, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which is hazardous or attractive to children.

2. Any street, road or highway that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exists:
a. For students enrolled in grades K through 5, any street, road or highway possessing a traffic count of sixty or more vehicle per hour at the time that students are walking to or from school or bus stop;
b. For all students, the presence of man-made hazards including attractive nuisances, as stated in number 3 above;
c. For all students, any roadway available to vehicles that does not have a minimum width of twenty-two feet;
d. For all students, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty feet; and
e. For students enrolled in grades K through 5, any street, road or highway possessing a speed limit in excess of thirty miles per hour.

3. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation or other reasonable standard.

4. A lake, pond, stream, culvert, waterway or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water for students in grades K through 5.

5. Any area adjacent to a roadway, walkway, sidewalk or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for students in grades K through 5.

6. Walking to the bus stop at any time prior to forty-five minutes before sunrise or any time one half hour after sunset shall be deemed hazardous for students in grades 6 through 12.

7. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with Section 10-220c of the Connecticut General Statutes.

8. Exception: The Board of Education may grant an exception to any provision of these guidelines wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

Business/Non-Instructional Operations

Transportation

Transportation to and/or from other than a pupil's home address

Bus transportation shall be provided to and from the assigned bus stop. All students who are transported shall ride to and from school on buses to which they are assigned. Transportation is not provided for recreational, social, or non-school sponsored after-school activities. Exceptions may be made by school administration only for consistent daycare needs or student employment provided that:

- The child is picked up from the same location every day, Monday through Friday and is dropped off at the same location every day, Monday through Friday. The two locations do not have to be the same.
- A waiver is obtained from the District Transportation Coordinator. This waiver will allow two consistent bus stops solely for daycare due to parent/guardians' employment or continuing education. Students will not be assigned to more than a total of two buses. Verification of employment or course enrollment will be required upon request by the District Transportation Coordinator. Waivers will be valid for one school year providing that all requirements are continuously met. Waivers will be granted by the District Transportation Coordinator not to exceed bus capacity.

  FOR EXAMPLE: A student may take the bus from home in the mornings on Monday, Wednesday, and Friday and go to his/her daycare provider those afternoons. On Tuesday and Thursday mornings that same student may be picked up from the <u>same</u> daycare provider and take the bus home those afternoons. This schedule shall be adhered to throughout the school year.

- The parent/guardian submits a "District Transportation Form" or a "Student Employment Transportation Form" to the school administration annually.
- The parent/guardian notifies the school administration of permanent changes in the consistent daycare or student employment, at least twenty-four hours in advance of the change.

Transportation issues resulting from unanticipated family emergencies shall be handled by the school administration and/or the District's Transportation Coordinator on a case-by-case basis.

Special Needs Transportation

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

- Parent/guardian must obtain a written request from the child's physician indicating that special needs transportation is required and the duration of the special transportation.
- This request for special needs transportation will be forwarded to the Department of Pupil Services & Special Education for approval and implementation.

Business/Non-Instructional Operations

Transportation

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education regarding school attendance. Hearings, Appeals to state board. Establishment of hearing board.
10-187 Appeal from finding of hearing board.
10-220 Duties of boards of education.
10-220c Transportation of children over private roads. Immunity from liability.
10-221 Development of policy for reporting complaints regarding school transportation safety. Reporting of accidents at school bus stops.
10-273a et seq. Reimbursement for transportation to and from elementary and Secondary schools.
10-280a Transportation for pupils in non-profit private schools outside school districts.
10-281 Transportation for pupils in non-profit private schools within school districts.
Chapter 248 Vehicle Highway Use.
14-275a Use of standard school bus required, when.
14-275b Transportation of handicapped students.
14-275c Regulations regarding school buses and motor vehicles used to transport special education students.
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Policy adopted: April 10, 2001
Policy revised: May 15, 2007
Policy revised: June 19, 2007
Policy revised: October 12, 2010

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools Transportation Form for the 2019-2020 School Year

***Attention Parents/Guardians of Grades 3, 4 & 5 students, please read below:**
I consent to allow my student to be dropped off unattended. (check yes or no): ___ yes ___ no

Office Use Only:
AM: ___ AMW: ___
PM: ___ PMW: ___

Colchester Public Schools Policy: Students in Grades K – 2 must have a parent/adult present at the bus stop in order to be let off the bus.

Name of Student: _____ Grade: _____ Date: _____

Home Address: _____ Phone: _____

PRIMARY BUS: This is the primary location where the student will be picked up and dropped off

MORNING:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone #: _____

Location Address (if different from home address): _____

AFTERNOON:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone #: _____

Location Address (if different from home address): _____

SECONDARY (Daycare) BUS: Only fill out this info if your student travels to a secondary location.

MORNING:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone _____

Location Address: _____

AFTERNOON:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone_____

Location Address: _____

PARENT/GUARDIAN TRANSPORT: If you will be transporting your student to and/or from school on specific days on a PERMANENT basis, please check applicable days below.

AM Drop off: ☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

PM Pick up: ☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Please list all people by name who will be picking up your student (including yourself):

_____

_____

This form will allow **two** consistent bus stops solely for daycare due to parent/guardians' employment or continuing education. **Students will not be assigned to more than a total of two buses.** Transportation forms will be valid for one school year providing that all requirements are continuously met.

I have read the guidelines regarding Daycare Transportation and agree to follow the policy:

Parent/Guardian Signature:_____Date: _____**Effective date:** _____

Office Use Only:
Received by: _____ ____ Approved ____ Denied ___ Sent to Director of Educational Operations ____ Sent to Bus Company
Revised AT 08 28/19

Colchester Public Schools
Student Employment Transportation Form

This form must be completed if your child needs transportation to a place of employment.

Student Name: _____ Grade: _____

Address: _____

Phone Number: _____

Employer Information

Name of Company: _____

Address of Company: _____

Phone Number: _____

Please check the days that employment transportation will be needed.

☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

This form needs to filled out and sent to the Transportation Coordinator. Transportation to an employer needs to be on a consistent basis. Please allow 24 hours for bus changes to become effective. Should the employment status change at any time please notify the Transportation Coordinator immediately.

I have read the Employment Guidelines, listed above, and agree to follow the school policies regarding bus changes.

_____ _____ _____

Parent/Guardian Signature **Student's Signature** **Date**

For Office Use Only

Primary Bus # _____ Bus# to employer _____

Approved by: _____ Date: _____

Please send to:
Transportation Coordinator
127 Norwich Ave
Suite 202
Colchester, CT 06415
P: (860)537-7269 F: (860)537-1252

Revised: October 12, 2010

3541.3P
BUSINESS/NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION

Second Reading 4/20/22 (NEW - CABE Model Policy)

Routes and Services

1. **Definitions:**

A. **"School transportation"** means the procedure, program, or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his/her residence to or from the school in which he/she is enrolled by the board.

B. **"Walking distance"** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) or embarkation point (bus stop) established by the board.

C. **"One mile walking distance"** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

D. **"Grades Pre-K and K"** mean respectively kindergarten, or a school program appropriate to a beginning student under age six, and pre-kindergarten, or a school program for a preschool student under grade five.

E. **"Raised walk area"** means (1) a sidewalk or (2) a portion of the right of way at least three feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level, and marked by curbing, drainage ditch, grass area, and fencing, apart from and independent of any white line safety markings along the street pavement.

F. **"Walking route"** means the most direct route which the child would normally be expected to travel between his/her residence and the school to which he/she is assigned by the board.

G. **"Hazard"** means (1) inappropriate exposure to molestation which would be considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem, the solution of which is beyond the ordinary capability of a child of a given age or attainment — including specifically the following:

(1) A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

(a) Speed limits for motor vehicles are in excess of forty miles per hour and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;

(b) The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to normal children;

(c) For students under age ten, or enrolled in grade K through 3, absence of pedestrian crossing light, or crossing guard where three or more streets intersect, and at a street crossing where there are no stop signs or crossing guards; and,

(d) For students over age ten, or enrolled in grades 4 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.

(2) Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades K through 8, unless all of the following conditions are met:

(a) There exists no line-of-site obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snowbank, or other obscuring object or structure which may be safely negotiated by vehicles only at speeds under fifteen miles per hour.

(b) The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Driver's Manual.

(c) Man-made hazards including attractive nuisances are absent.

(d) The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.

(3) Any walkway or path in an area adjacent to, and paralleled to railroad tracks

shall be considered a hazard, unless suitable physical barriers along the walking routes are present and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous unless the following conditions exist:

(a) A crossing guard is present; or,

(b) An automatic control bar is present at crossings used by children under age ten, or a bar, or red flashing signal light is operational when the crossing is used for students over ten years of age.

(4) A lake, stream, culvert or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.

(5) Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

(6) A situation shall be considered hazardous wherein students under the age of twelve, or enrolled in a grade kindergarten through grade six, are required to walk to or from school or to or from a bus stop at any time prior to one-half hour before sunrise or after one-half hour after sunset.

2. **Eligibility for School Transportation.** Students will be eligible for school transportation if one or more of the following criteria is present:

A. The walking distance for the student, either to school or to the nearest bus stop, is in excess of the guidelines established by the board which shall not exceed the following maximum distances:

(1) For students enrolled in grades K through 3, up to one half (.5) mile;

(2) For students enrolled in the equivalent of grades 4 through 8, at middle schools or junior high school, up to one (1) mile; and,

(3) For students enrolled in grades 9 through 12, up to two (2) miles.

B. The walking route does not exceed the limits set forth in subparagraph 2. (1) above, but presents a hazard which the Board cannot reasonably eliminate or adequately abate.

C. The student is physically handicapped, or mentally retarded, or a preschool student.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

3. **Eligibility for Out-of-Town Transportation:**

A. Any resident of the school district under twenty-one years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.

B. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.

4. **Appeals**

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

A. Discuss the matter with the Principal of the school to which the student is assigned.

B. If no resolution is reached under (1) above, discuss the matter with the coordinator of transportation or designee.

C. If no resolution is reached under (2) above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of attendance laws who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or Board of Education policy or regulations may, in writing, request a hearing before the board to show the Board the manner in which the Superintendent has allegedly failed to furnish such required accommodations.

The Board shall hold a hearing within ten (10) days following receipt of such request. The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

Legal Reference: Connecticut General Statutes

10-76d re transportation for special education program services.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Policy adopted: April 10, 2001
Policy revised: May 15, 2007
Policy revised; June 19, 2002
Policy revised: October 12, 2010
Policy revised:

TRANSPORTATION ADMINISTRATIVE REGULATION

Routes and Services

By August 15th each year following consultation with bus contractors/transportation supervisors, student school bus schedules and stops will be developed by an administrator assigned by the Superintendent of Schools. These schedules and stops shall be in writing, as will any adjustments made during the year, and shall be published in local area newspapers prior to the opening of schools and posted at appropriate locations throughout the town.

All school buses have a definite approved seating capacity which cannot be exceeded. Because school buses are scheduled for maximum use of stated capacity, students must ride to and from school on buses to which they are assigned. For special circumstances and events, exceptions permitting students to ride different buses to different locations, or the same buses to different locations, from their residences will be made only upon parental request and approval of the school Principal or his/her designee providing:

1. space is available on the route;

2. different student destinations do not alter any existing routes.

Special events include, but are not be limited to: scouts; church functions; within district, music and athletic events; home care/child care arrangements, including occasional social visits to homes of other children; and others as approved by Principals.

Parental requests for temporary changes in bus assignments should be in writing, but, although not encouraged, in emergency situations Principals may approve telephone requests from parents or guardians. Schools will maintain daily logs, with appropriate detail, of requested and approved changes to student bus assignments and school bus drivers will be notified in writing by the student's teacher, or by the Principal's office staff, of any changes in a student's normal bus schedule.

Within budgetary constraints, late buses shall be provided for secondary school students remaining after school hours for extracurricular activities, extra-help sessions, or detention.

It shall be the responsibility of the individual school Principal to ensure that buses are not overloaded as a result of special event approvals.

(cf. - 5131.1 Bus Conduct)

Regulation approved: